Technology Planning Committee Minutes

December 4, 2014

Bldg. 6, Room 12

9-10:30 a.m.

Attendees: Jose Garcia, Maria Huning, Nathan Staples, David Meckler, Max Hartman , Jane Rice, Jasmine Witham, Mike Tyler, Mike Sinkewitsch, Linda Hayes, Vickie Nunes, & Lina Tsvirkuova, student rep.

Absent: Gregory Anderson, Leonor Cabrera, Yoseph Demissie, Valeria Estrada, Mike Ferrari, Robert Haick, Chialin Hsieh.

1. Introductions – Max Hartman, DRC Counselor was introduced as a new member of the Technology Planning Committee.
2. Omni Update v10, Jose Garcia

District switched to Omni Update, version 10 as this website is mobile friendly. There are a set number of users on campus and Max Hartman would like to have access to Omni Update and Jose Garcia will inform VPI Anderson. Jose showed how user friendly the system is by demonstrating how to view content of a particular website. You can now customize the navigation bars at the top and side. Jose demonstrated the SparkPoint’s elements. Always click Preview to see how it looks before you exit the program. Custom settings for layout; versions tab allows you to go get a document if you make a mistake. The Omni Update version 10 will be switched over the beginning of February and current users will be notified. At this time, Jose noted that users will be able to edit current site with version 10; should be a seamless transition. By summer 2015, all websites will be converted over to version 10. Alt Tags are used throughout for ADA compatibility; there is a request from the Technology Planning committee that there is a need to have more users at the college; there are Pros & Cons to having fewer users. Jose will be setting formal training in March/ April 2015.

1. Instructional Technology Inventory, Yoseph Demisse – Mike Sinkewitsch & Mike Tyler discussed the purpose of the inventory and walked through the spreadsheet which was projected on the screen. All questions were answered and we asked if the spreadsheet could be updated and forwarded to Vickie Nunes and Nathan Staples to disseminate to the committee. The inventory spreadsheet is a moving target and Mike S. explained that new labs will be installed this year.
2. Update on Technology Plan, Nathan Staples & Vickie Nunes
	1. Changes made to the Technology Plan
	2. Present to Classified on 12/15 and PBC on 12/17.

There was a discussion that iPads are not fully supported by the District if hardware issues cannot be fixed. However, ITS repairs all district purchased desktops & laptops. Tablets also fall under Items not fully supported by ITS. It was requested that at the end of each academic year, after June 30th, each division will be responsible for confirming all equipment inventory. This does not apply to reasonable accommodation requests. Vickie Nunes, CBO will discuss at an iDeans meeting in early spring so all Deans are informed of this new process.

1. Next Steps – Present the final version of the 2014-16 Technology Plan to Classified on 12/15 and PBC on 12/17. Once approved by PBC, then the final version of the Technology Plan must be uploaded to the Technology Planning Committee website.

 Jasmine will need to contact Chialin Hsieh to obtain the Technology Survey questions from spring 2014 and will draft additional questions and eliminate out of date questions. Once she has completed this, she will forward to Nathan Staples and Anniqua Rana to disseminate to the committee for their review and comment. The question remains on the table--should we disseminate the Technology survey every two years instead of every year?

1. Calendar Upcoming Meeting Dates – Spring 2015

Nathan Staples will send out an email requesting availability to set the spring 2015 meeting dates. It would be great to calendar three meetings for spring and then if all are not needed, cancellation would be in order.

1. Other

It was recommended that Anniqua Rana would replace Linda Hayes due to her retirement. Linda stated she would email VPI Gregory Anderson with this recommendation.